



TRANSFER/PROMOTIONAL OPPORTUNITY

CITY PAYROLL ASSISTANT

(City of Milwaukee – Comptroller's Office)

ONLY CURRENT CITY OF MILWAUKEE EMPLOYEES WILL BE CONSIDERED.

PURPOSE: The incumbent of this position will verify and enter data into PeopleSoft HRMS payroll system to insure that all City payroll is reconciled and completed for each bi-weekly pay period for approximately 5,000 city employees.

ESSENTIAL FUNCTIONS:

- ◆ Verification and processing of all incoming tax reporting forms and ACH processing.
- ◆ Set-up and input of all general payroll deductions, credit union changes, payroll adjustments, refunds and health/dental premiums.
- ◆ Verify information and resolve errors/discrepancies in documents and records.
- ◆ Check accuracy of reports related to ACH transmittal, pension deductions, FICA and Medicare.
- ◆ Responsible for issuance of W-2's.
- ◆ Maintain file system for reports, queries and reconciliation documents.
- ◆ Answer phone inquiries, update FMIS account code changes and other duties as assigned.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

MINIMUM REQUIREMENTS:

1. Current status as a regularly appointed City of Milwaukee employee and have passed the probationary period for current position.
2. Four years of office support experience performing duties related to the position. Including one year of experience at the level of an Office Assistant III or above.
3. Experience working with payroll.
4. Residency in the City of Milwaukee within 6 months of appointment and throughout employment.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

- ◆ High level of proficiency with Microsoft Office Programs (MS Word and Excel).
- ◆ Knowledge of tax forms.
- ◆ Skill with math and grammar to complete job related tasks.
- ◆ Ability to effectively communicate with city employees, management, other department payroll personnel and banking institutions.
- ◆ Ability to work under pressure and strict deadlines.
- ◆ Strong problem solving ability to complete daily tasks.
- ◆ Ability to retain confidentiality of payroll matters.

THE CURRENT PAY RANGE (PR 6KN) IS: \$37,681 - \$44,276 annually. (Minimum recruitment is \$39,507.26)

City Payroll Assistant (Comptroller's Office)

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related training, experience and accomplishments, written tests, interview, or other assessment methods. The Comptroller's Office reserves the right to call only the most qualified candidates to personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

APPLICATION PROCEDURE: Applications may be obtained from the Department of Employee Relations' web site: www.milwaukee.gov/jobs, in person or via mail from the Department of Employee Relations, 200 E. Wells St., Room 706, Milwaukee WI 53202-3554 or by calling 286-3751.

ALL APPLICATIONS SHOULD BE RETURNED TO: JoAnn Nelson, City Payroll Manager, Comptroller's Office, 200 E. Wells St., Room 404, Milwaukee WI 53202 no later than **September 21, 2012.**

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8/27/12

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